

5 April 1963

MEMORANDUM FOR : Mr. Kirkpatrick

SUBJECT : Report of Cable Secretariat Operations from 1-31 March 1963

1. Cables Processed

a. CIA cables processed totaled 20,064 IN cables, 7,836 OUT cables, 1,921 TD's and 3,376 miscellaneous items for a total of 33,197 work items. This represents an increase of 8,042 items or 32% more than the 1962 monthly average of 25,155 work items.

b. Non-CIA cables totaled 16,334, an increase of 3,369 or 26% over the 1962 monthly average of 12,965.

c. The combined work units of CIA and non-CIA cables including miscellaneous and service requests totaled 49,531 items. The March total represents an increase of 11,413 or 30% over the 1962 monthly average of 38,118. The Cable Secretariat did a daily average of 1,598 items each 24 hours including Saturdays and Sundays. This is better than 1.1 item per minute. To my knowledge this months total of 49,531 is the highest in the history of the Cable Secretariat. Needless to say, I am proud of both the quality and quantity and the spirit in which Cable Secretariat personnel disposed of this significant volume of work. Please see my additional comments, however, in para 3b.

d. 2,136 cables or 5% of all cables processed were furnished to the Director as compared to 1,538 or 4.5% for February 1963. A number of these cables concerned details of President Kennedy's trip which would not have been selected for DCI on content.

2. Personnel

Our operating strength for March was [redacted] personnel, 5 short of our ceiling of [redacted]. However, on 29 March we lost 4 persons to other components of the Agency (1 clerk to NPIC, 2 typists to FI, and 1 clerk to Audit Staff). This leaves us with an assigned strength of [redacted]. The Office of Personnel is making every effort to fill our needs. As stated in a previous report some of our clerical vacancies are on the midnight shift and this is where we have a real problem placing people.

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3. General

a. [REDACTED] Office of Communications, spent March 25 and 26 at Fort Gordon, Georgia, for the purposes of evaluating the AN/FGC-65 (Semi-automatic Teletypewriter Message Distribution System) for possible use in CIA Cable Secretariat operations. The system does not meet CIA security standards with regard to insuring proper limited distribution practices, nor does the system offer adequate capacity to process current volumes efficiently.

b. While it is a fact that we are completing a record number of cables, it is also a fact that we are not completing the individual cable in the same period of time as in months past. Each cable is taking longer now, simply because there are more cables to be done before we work on a particular cable. Priority and higher precedence messages are perhaps, while processed with some degree of "rush," are still taking longer than I would like. Here, however, we do protect ourselves to some extent by giving to the action unit a temporary copy right off the teletype. TD's constitute another group with which I am concerned. At one point a few years back we were disposing of many TD's in 1 to 2 hours. Today the average is perhaps closer to 4 hours. Except for the fact that they are TD's and do warrant expeditious handling, certainly many of these TD's are not, content-wise, expedite matters. This is, I concede, rationalization to a degree. Looking at the trend there is some justification for rationalization, however. When we first assumed responsibility for processing cables as TD's, thus obviating the necessity for the action unit to retype them, we were handling an average of 1,100 intel items. We handled over 1,900 TD's in March! This constitutes some overburdening of the system, and the Agency must pay for it with increased manpower or delay. At the moment, we are paying with delay, and I don't now recommend any other steps. It is a subject which bears watching, and I will watch it. The week-end and holiday traffic is a real problem, since we do it with a reduced crew and accumulate backlogs not to my liking. Here I simply must assign a few extra bodies in the Message Center to keep our heads above water, despite the (and in our case unjustified) criticism of use of overtime. We receive on Saturday 59% of the number of cables received Monday thru Friday; on Sunday, we receive 25% of the number of cables received Monday thru Friday. We have been staffing these shifts (regular and overtime) with 49% and 22% of our regular Message Center Staff. I feel compelled to add from 16-24 hours of overtime on week-ends, as needed. If the need continues and we exceed our allotment for overtime, the money will simply have to come from other moneys available to Cable Secretariat. I don't feel I can continue to staff our week-end shifts quite so tight and to risk some serious mishandling or backlog.

[REDACTED]
Cable Secretary

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SECRET

☐ UNCLASSIFIED

☐ INTERNAL

☐ CONFIDENTIAL

☐ SECRET

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

C/S
1-A-53
HDQRS.

EXTENSION

5838

NO.

DATE

5 Apr 1963

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Mr. Kirkpatrick 5 Apr 59a LOR

2. [REDACTED] 4/8/63 LOR

3. CABLE SECT. 1953

4. 25X1A

5.

6.

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11.

12.

13.

14.

15.

Gordon:
Re your 3b.-
keep an eye on it
and let me know
immediately if we
need to take steps
to move faster.
LOR

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